Cardiff School District - EXTRA HOURS TIMESHEET

***ALL extra hours must be approved ahead of time by your supervisor**

NAME:_____ POSITION:_____

DATE	IN	OUT	TOTAL	REASON
TOTAL TIME				

EMPLOYEE'S SIGNATURE:_____ DATE:_____

SUPERVISOR'S SIGNATURE:_____ DATE: _____

This form can be printed and turned into the District Ofifce, or can be submitted via email with digital signatures to your supervior.